

**BY ORDER OF THE COMMANDER  
HOLLOMAN AIR FORCE BASE**

**HOLLOMAN AIR FORCE BASE  
INSTRUCTION 32-1002**



**26 FEBRUARY 2013**

**Civil Engineering**

**FACILITY MANAGER RESPONSIBILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. This instruction establishes guidance for all Facility Managers (FACMAN) assigned to Holloman Air Force Base (HAFB) facilities. It applies to all HAFB activities and units, including tenant units located on HAFB. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 7013, Secretary of the Air Force. System of records notice F033 AF CIC D applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Civil Engineer Squadron Operations Support Office (49 CES/CEOS), 550 Tabosa Avenue, Holloman AFB, NM 88330-8458.

**SUMMARY OF CHANGES**

**This document is substantially revised and must be completely reviewed.** Section one has been changed to “Requirements for FACMAN duty” from “Terms Explained.” The defined terms have now been moved to either their own respective section or defined in other sections. Section two has been changed from “Assignment” to “FACMAN documentation.” The information has been moved to section one. Section three has been changed from

“Responsibilities” to “Facility Maintenance Visits” and “Responsibilities” has moved to section 7. Sections 4-28 have been added to this instruction.

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## 1. Requirements for FACMAN Duty:

1.1. Air Force Pamphlet (AFPAM) 32-1004, Volume 3, *Working in the Operations Flight – Facility Maintenance*, recommends a Facility Manager (FACMAN) to be of the grade of E-5 or above, any officer, or a civilian equivalent to E-5 grade.

1.2. FACMAN: The FACMAN is the representative of the unit commander who is responsible for identifying the maintenance, repair, and alteration requirements necessary to maintain the facility within acceptable standards to Base Civil Engineer (BCE). The FACMAN serves as the POC for facility occupants for identifying and tracking work requirements and for the Civil Engineer (CE) personnel conducting inspections within the facility.

1.2.1. For jointly occupied facilities, the unit occupying the largest amount of floor space (most square footage) will appoint a primary and alternate FACMAN. The only exception will be those facilities in which contractors occupy the most floor space. In that situation, the military unit with the most floor space will assume primary FACMAN responsibilities. Recommend units occupying smaller areas will each appoint at least one alternate FACMAN to work in conjunction with the primary FACMAN. Special cases may exist and the commanders of the all the units in the joint occupied facilities may submit a suitable alternative.

1.2.2. The FACMAN database will accept multiple assigned FACMANs. For this reason, it is recommended that more than one alternate FACMAN be appointed for each facility so that facility occupants are not inconvenienced during periods of leave, deployment or other TDYs that take them out of the work place for extended periods of time.

1.2.3. FACMANs must have a minimum of 12 months retainability on base when appointed, as to minimize the problems associated with frequent turnover.

1.2.4. FACMANs must be appointed in writing by their unit commander. A sample appointment letter can be found in [Attachment 2](#). The appointment letter may be produced and provided electronically to the 49th Civil Engineer Squadron (49 CES). The 49 CES will not remove a FACMAN from the roster until they are replaced in writing and the replacement has attended the FACMAN training course. FACMANs will sign up for initial training as soon as appointed. The letter must contain the following information: full name and rank, organization and office symbol, e-mail address, home and duty phone.

1.2.5. FACMANs must receive initial training within 60 days of appointment, regardless of training received at other bases. If unable to attend the initial training within 60 days of appointment, a new letter must be accomplished prior to FACMAN certification. Annual refresher training is required for as long as you are an appointed FACMAN.

1.2.6. FACMAN training is held monthly. Call 49 CES Customer Service at 572-3223/3224 for an appointment date/time.

1.2.7. All facilities on HAFB require a FACMAN. In the event that a facility does not have an assigned FACMAN, 49 CES will not accept any service calls or work requests that are not deemed an emergency until a FACMAN has been established.

1.3. All letters of assignment are compiled into the FACMAN database. Listings are provided to the following offices:

1.3.1. **49 CES Operations Management:** The Operations Management Section ensures all AF Form 332s, *Base Civil Engineer Work Request*, are routed through the proper FACMAN and group work order monitor prior to submittal.

1.3.2. **49 CES Customer Service Section:** The Customer Service Section (CE Service Call) manages the FACMAN database, accepts all AF Form 332s, service calls, and assigns a work order number for tracking/reference. Normal duty hours are Monday through Friday from 0630-1630.

1.3.3. **49 CES Emergency Communication Center (ECC):** The ECC manages the base CE Service Call function after duty hours (1630-0630) as well as 24-hour coverage on weekends and holidays. The Fire Alarm Communication Center (FACC) phone number is 572-3223/3224.

1.3.4. **49 CES Facilities Self Help Center:** The Self Help Center uses the FACMAN listing to validate all store customers. Only FACMANs may sign out tools, equipment, and material. For hours of operation please contact CE Customer service at 572-3223/3224.

1.3.5. **49 SFS Security Forces Control Center (SFCC):** The SFCC uses the list as an emergency contact for after duty hour security violations. A copy of the FACMAN roster will be provided to Security Forces on a monthly basis.

**2. FACMAN Documentation:** Every FACMAN will maintain a key control log for their facility. For jointly occupied facilities, FACMANs will maintain the log for their portion only. FACMANs must maintain positive control over all keys at all times. See paragraph 9 for more information on key control.

2.1. FACMANs will maintain a work control log for the purpose of tracking work orders, both service calls and items submitted on an AF Form 332. The log should provide sufficient data to identify the job by work control number (direct schedule work order [DSW], work request, work order, or contract project number), a description of the work to include the facility, and the date submitted or called in.

2.2. FACMANs will maintain a record of fire inspections in their facility, to include fire extinguishers, fire detection/suppression equipment, and appliances/equipment items that can pose a fire hazard when left unattended (i.e., coffee pots, toaster ovens, or other heat-producing appliances are unplugged at the end of each duty day). See paragraph 25.1 for more fire protection responsibilities.

**3. Requesting Civil Engineer Support:** CE Service Call operates 24 hours a day, 7 days a week and can be reached at 572-3223/3224. After normal duty hours, the CE Service Call phones are transferred to the CE Fire Protection Flight's Emergency Communication Center. FACMANs do not need a secondary number for events that happen outside normal duty hours. FACMANs should visually inspect all repair requirements whenever possible so they are able to

answer questions about the required repair. For example, if a door does not work, the FACMAN should be able to say what type of door, what part of the door is not working, if it is an exterior or interior door, etc. In some instances, service calls can only be called in by an FACMAN. Additionally, the below timelines for completion are targeted goals. In some situations, complete repair may take longer because of material, equipment, or manpower limitations.

3.1. Emergency requirements are those that will result in mission shutdown and/or endanger life/limb or property. Anyone can notify CE Service Call to report an emergency. The target completion date for emergency conditions is within 24 hours. Examples of emergency requirements are a facility completely without power or a broken water line.

3.2. Urgent requirements are those that do not result in mission shutdown but do negatively impact a unit's ability to perform their mission. Urgent requirements must be called in by a FACMAN. The target completion date for urgent conditions is 5 duty days after all resources are available (i.e., allow time to order and receive material). An example of an urgent requirement is an inoperative HVAC system.

3.3. Routine maintenance/repair requirements are those that do not qualify for a higher priority. Routine requirements should be called into CE Service Call at 572-3223/3224. Routine requirements target completion date is within 30 days of request. In some instances, complete repair may take longer because of material, equipment, or manpower limitations.

3.4. CE Service Call desk personnel will properly classify repair requirements based on the description provided by the FACMAN.

**4. Work Request/Work Order Processing:** Any work that cannot be done as a service call must be submitted on an AF Form 332. This includes work done by both in-house forces (AF military or civilian employees) and contractors. Instructions on how to complete the AF Form 332 can be found in [Attachment 3](#).

4.1. The using agency is responsible for proper signature of all AF Form 332s. In jointly occupied facilities, work orders must be coordinated through the primary FACMAN.

4.2. The requestor in block 5 of the AF Form 332 should be the person who knows the most about the work being requested. In many instances, this will not be the same person who signs the AF Form 332 in block 13.

4.3. The "Name of Requestor" and signature in blocks 11-13 of the AF Form 332 must be either the FACMAN or unit commander as follows:

4.3.1. For small maintenance or repair work, the FACMAN can sign in blocks 11-13.

4.3.2. For major renovations, new construction or installation, requests to re-key a facility, requests for Self Help work, requests for reserved parking, or a request for a master key, the unit commander must sign in blocks 11-13.

4.4. Minimum coordination in block 14 is Fire Protection Flight, Wing Safety, and CE Environmental. BCE personnel will obtain the necessary coordination, however; the requester or FACMAN may obtain the coordination if time constraints are an issue, or if the coordinating organization will have an impact on the work requests' priority.

4.5. Additional coordination(s) (by BCE personnel or FACMAN) may be required. BCE personnel will obtain the necessary coordination, however; the requester or FACMAN may

obtain the coordination if time constraints are an issue, or if the coordinating organization will have an impact on the work requests' priority.

4.5.1. Any work cited as required for security reasons must be coordinated through 49th Security Forces Operations (49 SFS/S3OS).

4.5.2. Any work on or near the airfield must be coordinated through the 49th Operations Support Squadron Airfield Manager (49 OSS/OSAA), and 49 SFS/S3OS.

4.5.3. Any work that will require support for either phone or computer lines must be coordinated through the 49th Communications Squadron Plans and Implementation Office (49 CS/SCXP).

4.6. The 49 CES and 49th Contracting Squadron (49 CONS) are authorized to request contract for work to be done on real estate or Real Property Installed Equipment. The AF Form 332 is the proper way to request this type of work. CE will determine whether the work can be accomplished in-house or by a contractor.

4.7. For work that does not affect real estate or Real Property Installed Equipment (RPIE), such as requests for furniture or repair/replacement of equipment items, the using agency can work directly with a local contractor without first going through CE, except for:

4.7.1. Purchase of new or replacement equipment items. Users need to identify equipment being purchased on an AF Form 332 before any purchase is made. Provide information on the required utilities and any other unique facility requirements such as ventilation, cooling, or power. This allows CE to ensure required utilities are available before any funds are spent.

4.8. Requests for installation of modular furniture must be processed through 49 CES if the furniture is going to be hardwired to the facility. CE will make a site visit to determine if the electrical service can handle the additional load. If CE concurs that sufficient power is available, the actual wiring of the modular furniture will be included in the using agency's contract to purchase and install the furniture. If modular furniture will not be hardwired, permission from CE is not required. Any furniture placement that will block doors or otherwise impede egress in case of a fire or other emergency must be coordinated with Fire Prevention section.

4.9. AF Form 332s for the purpose of maintaining, repairing, or modification of RPIE are subject to asbestos, mold, and lead based paint testing. A re-evaluation of the work request will be made if the results have been determined positive.

**5. Base Operating System Installation Priority Listing (BOS-IPL):** An efficient and effective system for prioritizing CE work is critical to ensuring that resources are directed toward the most important requirements. The BOS-IPL gives the Group Commanders the opportunity to determine which Restoration and Modernization (R&M) work requests are most critical in facilities under their command. All organizations on HAFB (excluding the German Air Force) will utilize the BOS-IPL for management of their R&M work orders IAW HAFBI 32-1001, *Operations Management*.

5.1. Work orders that are approved by the 49 CES Operations Flight Commander (49 CES/CEO) but exceed in-house capability will be forwarded to the 49 CES Programs Flight for project execution. Contract projects are prioritized for funding at the Facilities Utilization

Board (FUB). Questions about the Holloman FUB and MAJCOM budget process can be directed to the Programs Flight at 572-5491.

## **6. FACMAN Responsibilities:**

6.1. Light bulb (including exit signs and emergency lights) replacement is the responsibility of the FACMAN for all fixtures which are less than 10 feet from the floor when measured from the floor to the light fixture. Lights above the 10-foot mark are CE's responsibility. The FACMAN is responsible for providing the bulbs and CE will replace them. Exception: For aircraft hangars that cannot be worked on when a plane is present, the FACMAN will call the CE Service Call desk to notify the Electric shop when the hangar will be empty and available for re-lamping. The FACMAN is still responsible for providing the bulbs.

6.1.1. Inoperable lamps from industrial facilities must be managed as Universal Waste and should not go into the trash. A lamp becomes a Universal Waste when taken out of service for discard. Examples of common universal waste electric lamps include, but are not limited to, 2' to 8' fluorescent, U-tube, compact fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps.

6.1.2. Inoperable lamps must be taken to the 90-Day Facility (Bldg 149) or HAZMART (Bldg 806) the same day they are taken out of service. Contact the CE Hazardous Waste Program Manager for further information at 572-3931.

6.2. Ceiling tile replacement is the responsibility of the FACMAN for all tiles which are less than 10 feet from the floor when measured from the floor to the ceiling. Tiles above the 10-foot mark are CE's responsibility. Ceiling tiles are provided by CE and can be issued to the FACMAN at the Self Help Store.

6.3. All FACMANs should have access to a force-cup toilet plunger so they can dislodge clogged toilets. Additionally, stopped up toilets should be called into CE Service Call only after the FACMAN has attempted to plunge the toilet.

6.4. FACMANs should also plunge stopped up sink drains. Sink drains that cannot be cleared using a plunger will be repaired by CE craftsmen.

6.5. The Self Help Center maintains a supply of hand tools and power tools that can be signed out. FACMANs are encouraged to tighten screws or make other adjustments within their capabilities rather than submitting a work request for accomplishment through CE. Again, you must be an assigned FACMAN to sign anything out from the Self Help Center.

6.6. Housekeeping of Facility. It is the FACMAN's responsibility to ensure facilities are kept neat and clean. The base custodial contract assists with this work, but it is the FACMAN's responsibility to ensure housekeeping that is not covered under that contract is being accomplished.

6.7. Facility Exterior. It is through cooperation between the FACMAN and the base grounds contract that the base appearance will remain in an appropriate condition. Area of responsibility is halfway to the adjacent building or facility. In open areas, the area of responsibility is within 150 feet surrounding a building, facility, or parking lot. In cases where the facility includes a parking lot that is greater than 150' from the building, the area of responsibility will include the entire parking lot. An example is the Base Fitness Center Parking lot.



6.8. Energy Conservation. The FACMAN shall abide by the HAFB Energy Policy. The FACMAN shall read the Engineering Technical Letter (ETL) 98-4: *Building Manager Energy Conservation Handbook* and follow direction for energy conservation by completing the Building Manager Checklist. Questions regarding energy conservation may be directed to the Base Energy Manager at 572-6643.

6.8.1. Recommend FACMAN complete the “Energy Conservation for Building Managers” Course offered at the Air Force Civil Engineer Support Agency (AFCEA) Virtual Learning Center website at <https://afcesa.csd.disa.mil>. The FACMAN will keep a course completion certificate in their FACMAN records for inspection.

6.8.2. Space heaters and personal air conditioners are prohibited unless approved by the Unit CC for safety or health concerns.

6.8.3. Minimize use of personal refrigerators, coffee makers, toasters and microwaves by consolidating them into common break areas.

6.9. When accessible, FACMANs will attempt to reset tripped electrical breakers. If breaker continues to trip they will call CES Customer Service.

6.10. FACMANs will inspect light switch covers and outlet covers. Any covers that are found damaged will be replaced by the FACMAN. The covers will be available at CE Self Help Store.

6.11. FACMANs will ensure that no items are being stored in any mechanical/electrical rooms or electrical closets. No items will be placed within 36 inches of any electrical panels.

6.12. FACMANs will test emergency lighting and lighted exit signs once a month to ensure proper functioning. If any devices are found to be non-operational, they will call CES Customer Service.

6.13. FACMANs will inspect the building’s exterior lighting at least once a month, including the parking lot (if applicable). If more than 20 percent of the fixtures are non-operational or if a safety hazard is produced because of the lights not working, the FACMAN will call CES Customer Service.

6.14. FACMANs will test all ground fault circuit interrupter (GFCI) outlets monthly if the GFCI outlet has a test button on the outlet face. To test these outlets, the FACMAN will plug in an item into the outlet and press the test button. If the test is successful, the appliance should turn off. Any defective outlets will be called into CES Customer Service.

6.15. As needed, CES electricians will coordinate a visit to label all breakers inside their facilities. Facility managers will assist the electricians in identifying which circuits are affected by each breaker. If this is to rectify a Fire Inspection discrepancy, FACMANs will be responsible for contacting CES and submitting a work order to have their breakers labeled.

6.16. FACMANs will establish a standard procedure for making sure the facility is secure from illegal entry at all times to include checking all doors and windows when closing the building and be sure all locks are in good working order. Security Police law enforcement patrols conduct regular security checks on base facilities. If your building is not secure, you will need to respond immediately to lock doors or close windows.



6.17. FACMANs will assist 49 CES/CEAO during each annual census of their facility. This census will be used to determine if the facility is being under or over utilized. The census is to include the number of occupants in each room in their facility. The results will be sent to 49 CES/CEAO at 572-3071.

**7. Utility Outages:** Primary FACMANs are responsible for coordinating utility outages with all occupants of their facility. When a primary FACMAN cannot be contacted, the CE Service Call desk will call alternate FACMANs until one is contacted. That FACMAN will assume responsibility for notifying all other facility occupants.

**8. Key Control:** The FACMAN is responsible for maintaining positive key control. For facilities with more than one organization, alternate FACMANs will maintain key control for their portion of the facility. Upon assignment, conduct an inventory of all keys and record the results on AF Form 2427, *Lock and Key Control Register*. Keys for mechanical or boiler rooms will not be given to FACMANs. Keys must be returned to the FACMAN when the holders are reassigned or no longer employed. Master keys are authorized only for Commanders, primary and alternate FACMANs. High security facilities or facilities that maintain/store firearms, munitions, or explosives should coordinate key control procedures with their Security Manager and/or 49 SFS.

8.1. Missing Keys. It is the FACMAN's responsibility to ensure 100-percent accountability for all facility keys. Lost or unaccountable keys must be reported immediately to minimize the possibility of compromise in security. In this situation, replacement keys are funded by the using organization/individual and must be tracked through the work order system via the AF Form 332 (signed by the unit commander in blocks 11-13). If the justification for the additional keys/locks indicates facility abuse or a lack of positive key control, individuals or units may be responsible for the costs. Deciding authority is 49 CES/CEO.

8.2. Reproducing Keys. All requests for reproduction of keys must be submitted on an AF Form 332. Work requests for additional keys will have the FACMAN as the requestor in blocks 11-13. Requests for reproduction of master keys and/or changing of locks must be signed by the unit commander in blocks 11-13. 49 CES will only issue new/replacement master keys to the FACMAN. Requests for "non-master" keys can be issued to any building occupant but still require unit commander and FACMAN signatures on the AF Form 332.

8.3. Cipher Locks, Safes, and Vaults. The using agency funds cipher locks and must have prior approval via AF Form 332. 49 CES is responsible for installing the type of lock required to meet the level of security required by a unit's mission. Existing cipher locks are the responsibility of the using agency. If the using agency no longer needs the cipher lock or does not want to maintain it, 49 CES can replace that lock with a standard lockset or deadbolt. Cipher locks, magnetic locks, and keypad locks do not enhance facility security. Free-standing safes are equipment items and are installed, maintained, and repaired by the using agency. Vaults that are permanently attached to, integrated into, or on government-owned or leased property are maintained by 49 CES.

**9. Heating and Cooling Season Changeover:** In order to allow for pre-season maintenance on both the heating and cooling systems in base facilities, target dates have been established for seasonal changeover. Target dates were determined using statistical data on average temperatures for the past 50 years. Facility Managers are responsible for maintaining temperature set points and lowering the temperature when the facility is unoccupied.

9.1. Cooling Changeover: The CE HVAC shop will begin the cooling changeover on or around the second week in April of each year. The final authority for cooling changeover is the Wing Commander, through recommendations from the BCE.

9.2. Heating Changeover: The CE HVAC shop will begin the heating changeover on or around the first week in November of each year. The final authority for heating changeover is the Wing Commander, through recommendations from the BCE.

9.3. Space Temperature Settings: In order to comply with ACC policy on Operations of Facility Heating and Cooling systems, the following temperature standards are to be used.

**Table 9.1. Air Combat Command Energy & Facility Management Standards**

|   |                                   |  |
|---|-----------------------------------|--|
| S14. Space Temperature Settings:<br>Maintain facility temperatures in accordance with the table below. This standard applies to occupied portions of ACC facilities, tenant organizations, and reimbursable customers. Heating Season (max. settings) | Administrative Spaces             | Occupied: 69 degrees F<br>Unoccupied: 55 degrees F           |
|   | Shop Spaces                       | Occupied: 65 degrees F<br>Unoccupied: 55 degrees F           |
|   | Warehouse Spaces                  | 60 degrees F   |
| Cooling Season<br>(min. settings)   | Administrative Spaces             | Occupied: 76 degrees F<br>Unoccupied: 84 degrees F           |
|   | Shop Spaces<br>(When authorized)* | Occupied: 76 degrees F<br>Unoccupied: 84 degrees F           |
|   | Warehouse Spaces                  | Not cooled unless required for proper storage of perishables |

**10. Access to CE Mechanical Rooms:** CE mechanical and utility rooms must remain secured at all times. For that reason, FACMANs are not given keys to the mechanical rooms, nor are units allowed to have equipment items or storage areas inside CE mechanical rooms. Any unauthorized items found in a mechanical or utility room will be brought to the attention of the FACMAN for immediate removal. Should a FACMAN require access to the mechanical room for authorized work, call CES Customer Service 572-3223/3224 to gain entry. Access to mechanical rooms for contract work is coordinated through the assigned contract inspector, and may require FACMAN support.

**11. Maintenance and Repair of CE-Owned and Unit-Owned Equipment Items:**

11.1. 49 CES is responsible for installing, maintaining, and repairing Real Property Installed Equipment (RPIE). RPIE is equipment that is a facility component. Examples: HVAC system, water coolers, installed fire suppression systems, and restroom fixtures such as toilets and sinks. Equipment that supports the unit's mission and that is purchased by the unit is not RPIE and is, therefore, maintained by the using agency. Examples include (but not limited to) hush houses, Survivable Collective Protective Systems (SCPS-2 and SCPS-M), uninterruptible power supplies, KMU-450 Chemical Protective Systems, Tactical Shelter Systems, and Chemically Hardened Air Transportable Hospitals. 49 CES support for non-RPIE units must be coordinated through a Memorandum of Understanding or Memorandum of Agreement. Recurring requirements should be addressed and negotiated for contractual

support. Further examples of RPIE can be found in AFH 32-9007, *Managing Air Force Real Property* attachment 12 or AFI 32-9005. For an updated list please contact 49 CES Real Property Office at 572-7166.

11.2. Permanently installed hoists are considered part of the facility and CE funds a service contract to inspect and maintain hoists. Problems with permanently installed hoists can be called in to CE Service Call, and the request will be referred to the Quality Assurance Evaluation (QAE) for the hoist service contract. Replacement of installed hoists can be requested on an AF Form 332 as part of the respective group's BOS-IPL listing. Portable hoists are equipment items and remain the responsibility of the using agency for maintenance, repair, and replacement.

11.3. Ladders that are permanently installed in a facility to allow access to the roof or to installed facility components (heating, air conditioning, and electrical system or fire suppression) are considered RPIE. Non-RPIE ladders are ladders purchased by the using agency to perform their mission or to access their equipment. 49 CES does not purchase, inspect, or fund the repair actions on non-RPIE ladders.

11.4. Interior furnishings such as bulletin boards, fire extinguisher brackets, mirrors, and decorative items are considered equipment and are the responsibility of the using agency.

11.5. Except for appropriated fund dormitories, lodging facilities, and dining facilities, ice machines are considered equipment items and are purchased, installed, and maintained by the using agency. Permission to install an ice machine will be requested and granted through the AF Form 332 process. CE will verify that utilities are available prior to granting permission.

11.6. Uninterrupted Power Supply (UPS) units are equipment items. They are purchased, installed and maintained by the user. However, an AF Form 332 must be submitted prior to purchase of any equipment so CE can validate the requirement and ensure that the proper equipment is purchased.

11.7. Crane support to non-RPIE can be done via contract with a civilian contractor, also at the using agency's expense. Unless the requesting agency can provide compelling justification, all crane support must occur during the normal Monday-Friday work week and during CE's normal duty hours (0700-1600).

11.8. While removed/replaced RPIE items will be disposed of by CE, CE does not transport unit-owned items to the Defense Reutilization and Marketing Office (DRMO) or the recycling center for disposal. Units should contact the local DRMO for turn-in requirements prior to transporting any items to DRMO.

11.9. Unit-owned window A/C units and refrigerators/freezers must be disposed of by the using agency. CE will drain refrigerant on non-RPIE items prior to using agency turn in; call Customer Service at 572-3223/3224.

**12. Carpet Request.** Carpet and installation for base facilities must be submitted to 49 CES on an AF Form 332, Base Civil Engineer Work Request. The AF Form 332 shall include a floor plan indicating areas to be carpeted or re-carpeted.

12.1. Funding and Carpet Acquisition. Units are responsible for funding carpet installation. There are two options for acquiring carpet:

12.1.1. The unit may select pre-approved carpet from CE's on-hand stock, free of charge.

12.1.2. The unit can select carpet from the GSA schedule and pay for it with unit funds. Carpet selection from the GSA schedule must be approved by 49 CES/CEOSS to ensure conformance to ACC Carpet Guidance.

12.2. Funds Transfer. Funds for carpet and installation, as necessary, must be transferred to 49 CES/CERF.

12.3. Office Furniture Removal and Reinstallation. The receiving unit is responsible for the removal and reinstallation of all office furniture in area(s) of carpet installation.

12.4. Carpet Installation. All carpet and carpet installation for base facilities must conform to ACC Carpet Guidance.

**13. Facility Abuse:** Damage to real estate due to abnormal wear and tear, whether accidental or intentional, is considered facility abuse. If a CE craftsman suspects facility abuse, he/she will notify 49 CES leadership. At that point, a temporary repair will be made to correct any safety hazard or security deficiency. The 49 CES Operations Flight Commander shall determine whether to initiate a request for reimbursement from the using organization. Final repairs will not be made until liability is assessed by agreement between using organization and 49 CES through resource advisor channels, or if no agreement is reached, through chain of command, subject to any applicable fiscal limitations. The Report of Survey process shall be initiated in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*, to determine and assign individual responsibility as appropriate.

**14. Portable Facilities:** Portable facilities are prohibited on HAFB. If additional work or storage space is required, submit a **Space Request** to the CE Real Estate Office 572-7166.

**15. Water Conservation Measures:** When the City of Alamogordo enforces water rationing, Holloman will activate water conservation. 49 CES is responsible for maintaining the base irrigation systems either in-house or by service contract. For flowers and shrubs adjacent to facilities that are not covered by the grounds maintenance contract, the FACMAN will ensure those plants are watered during the times specified. Odd numbered facilities may water on Wednesday and Sunday for a maximum of four hours from 0500-0900 or 1700-2100. Even numbered facilities may water on Tuesday and Saturday for a maximum of four hours from 0500-0900 or 1700-2100. Base common areas shall be watered on Mondays and Thursdays for a maximum of four hours from 0500-0900. Questions on water conservation can be directed to the CE Asset Management Flight at 572-3931.

**16. Snow and Ice Control:** FACMANs are responsible for obtaining snow removal supplies and equipment to ensure doorsteps, landings, walkways, facility ramps, utility room accesses, and catch basins are kept free of snow and ice. FACMANs are responsible for maintaining the capability to keep their entrances safe at all times.

16.1. FACMANs and their units will not purchase or otherwise obtain commercial ice-melting products for use on their sidewalks and other paved surfaces unless these products are specifically approved by 49 CES as safe for the environment and as not causing deterioration of the paved surface on which they are used. FACMANs are allowed to use sand on sidewalks and other paved surfaces but must be purchase with users O&M funds.

**17. Standby Generator Operations:** IAW AFI 32-1063, *Electric Power Systems*, Para 1.12. the following will constitute a Memorandum of Understanding between the Base Civil Engineer

and using organizations/FACMANs of real property installed generators and associated equipment to include, but not limited to, fuel systems, generator electrical panels, and operator training.

17.1. The using organizations agree to accept the following responsibilities:

17.1.1. Notify Customer Service/Emergency Service desk, 572-3223/3224 with any deficiencies or if the generator is running for any reason when not scheduled. Organizations are required to have a trained operator on duty whenever the generator is in operation during organizational duty hours and must be trained annually IAW 32-1063. To request additions and/or replacements of personnel on to the training letter, submit in writing or via e-mail to 49 CES Customer Service. During manual start generator operations, if possible, perform a pre-operational inspection on engines by utilizing written instructions that are provided by the Power Production Section. These instructions will be posted in a conspicuous place on or near the generator. Submit proper request through CES Customer Service prior to adding or removing any new equipment that may affect the load of the generator. Only mission critical loads are authorized to be placed on back-up power sources. Users will allow and participate in the 1.5 hour monthly scheduled generator tests by operating all critical equipment to ensuring the generator will perform correctly during actual power failures. Required monthly generator exercises will be conducted during normal business hours and duty days unless mission dictates otherwise and approved by the 49 CES Operations Flight Management.

17.2. FACMANs agree to accept the following responsibilities: FACMANs/owner of using organization(s) will obtain tank custodian training from the Fuels Management Flight IAW AFI 23-204, *Organizational Fuel Tanks*, Para. 13.

17.2.1. Fuel tank custodians will perform the following: a. Ensure the fuel bung is free of water and trash. b. Ensure the drain valve and tank fill are secured when not in use. c. Ensure all fuel spills/leaks are reported to 49 CES Customer Service at 572-3223/3224.

17.2.2. Work closely with Power Production personnel to schedule maintenance and monthly runs to ensure all runs are accomplished each month with minimum deviations, to the agreed upon schedule.

17.2.3. Ensure generator and/or mechanical rooms are not used as storage. It is the FACMAN's/owner's responsibility to coordinate fuel deliveries with base fuels. This proves to be significantly more important during periods of continual operation. The 49 CES Operations Flight pays for all fuel consumed.

**18. Exterior Facility Appearance:** FACMANs are responsible for maintaining a neat, clean, and professional facility exterior. This is to include the following items.

18.1. Re-painting of parking lots is done by 49 CES as needed. FACMANs should submit AF Form 332 with their requirements. Any blocking off or cone requirements will be handled by FACMANs or designated individual.

18.2. Exterior signs are also maintained and installed via the paint contract. Specific information and guidelines, to include reserved parking, can be found in ACCI 32-1054, *Exterior Signs*.

18.3. Policing of trash, bottles, cans, leaves, and debris of any nature within area of responsibility (150 feet perimeter around building) during normal duty day.

18.4. Edging and cleaning of curbs, gutters, sidewalks, driveways; removal of grass and weeds from building foundations, fences, joints or cracks in sidewalks and gutters. Edging will be done so as to avoid trenching.

18.5. Pruning and trimming of trees, shrubs and bushes within area of responsibility. Removal of "water sprouts" or suckers that come up wild at the fence line, within 8 feet of structures, or at the base of established trees.

18.6. Landscaping, planting and transplanting of shrubs only with prior approval of the 49 CES. Self-help landscaping projects will not be initialized unless they address long-range maintenance requirements. A commitment to maintain all vegetation is inherent in any landscaping plan.

18.7. Area of responsibility will be free of unsightly storage and fences.

18.8. Minor (oil changes, transmission oil changes, etc.) or major repairs of motor vehicles and recreation vehicles (RVs) will not be accomplished in the family housing area, industrial area, or dormitory area.

18.9. Bulk materials, RVs, construction materials, household appliances, i.e., refrigerators, washer/ dryers, dishwasher, etc., shall not be stored in parking lots, or other undesignated places.

18.10. Users will keep refuse/industrial container lids "on" refuse cans, and lids of industrial containers closed.

18.11. Exterior facility surfaces are maintained through the 49 CES 5-year exterior paint plan. Every exterior facility surface is inspected for exterior maintenance requirements every 5 years. FACMANs are not required to submit an AF Form 332 requesting this work as it is covered programmatically.

## **19. Inspections:**

19.1. Unit commanders will ensure standards outlined in paragraph 18 are maintained for their facilities. Unit commanders are responsible for ensuring corrective action is taken in those areas which do not comply with established standards.

19.2. The 49 CES is responsible for inspection and corrective action in those areas not covered in the organization areas of responsibility. 49 CES/CC has the authority to remove appointed FACMANs that do not adhere to their responsibilities.

**20. Interior Signs.** The four interior sign categories for information, direction, identification, and regulation are considered furnishings and are funded by the using agency. However, ACC policy requires the 49 CES to approve the overall design and material used for interior facility signs in order to ensure compliance with ACC and HAFB architectural design standards. Submit requests for new or replacement interior signs on an AF Form 332 along with a sample or drawing of the proposed signs. The AF Form 332 will be reviewed for compliance with UFC312001. The approval authority is the 49 CES Commander and is funded by the using agency.

**21. Service Contracts:** 49 CES Operations Support monitors service contracts for grounds maintenance, custodial, grease trap cleaning, vent hoods, paint (interior paint, exterior paint, pavement markings and exterior signs), hoist maintenance, elevator maintenance, and chemical toilets.

21.1. If your facility receives contract services, the FACMAN and facility occupants will not request a change to their service directly through the contractor personnel. This can result in unauthorized work being done by the contractor and can evolve into an issue of who is responsible for paying the contractor. The FACMAN should contact 49 CES Operations Support (49 CES/CEOSC) at 572-5038 with any request for change in service. In jointly occupied facilities, heads of staff agency/unit shall coordinate with the FACMANs for any change of service.

21.2. All requests for the paint contractor are submitted on an AF Form 332 and must be fully coordinated in block 14. Even when funded by the unit or merely requesting a cost estimate, FACMAN must submit the AF Form 332 through CE.

21.3. CE will provide the FACMAN with a copy of the Performance of Work Statement, including a task and frequency chart and floor plan to monitor contract custodial services. Promptly report any unsatisfactory services to the 49 CES/CEOSS at 572-5038. The complaint will be validated by the COR and the contractor notified. Report any damages caused by contractor personnel immediately.

21.4. Requests for contract carpet cleaning are also coordinated through 49 CES Operations Support. Carpet cleaning is dependent on funds availability.

21.5. FACMAN is responsible for ensuring facility users are conducting daily and monthly inspections on their respective hoists and cranes. Documentation history must be saved, filed, and readily available. The inspection form is AFTO Form 244, *Industrial/Support Equipment Record*.

**22. Dumpsters:** The Holloman refuse and recycling program is a contract operation. Questions can be directed to the service contract COR at 572-5038.

22.1. Problems with dumpster contents or debris lying on the ground will be directed to the respective FACMAN for resolution.

22.2. The 49 CES Asset Management Flight is the POC for current information on what type of material can go in each category of dumpster. The FACMAN will instruct facility occupants on what type of refuse goes in each dumpster.

22.3. Dumpster lids must remain closed at all times and no trash will be left outside the dumpster. If the dumpster is full, find another dumpster to dispose of trash.

22.4. FACMAN is responsible for the alleviation of waste. This includes the reduction of waste streams through the base recycling program, crushing of boxes and bagging trash.

**23. Space Management.** Ensure assigned facility space is used for the purpose designated in the USAF Real Property Inventory list. Accomplish this through:

23.1. Follow the guidelines set in the Space Management Procedures, AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*. This is provided during initial training or can be obtained by contacting either the



49 CES Real Estate Management Office (49 CES/CEAR) (572-7166) or 49 CES Customer Service (572-3223/3224).

23.1.1. Accompany and assist 49 CES/CEAR personnel on facility inventory and inspection as required but not to exceed five years. 49 CES/CEAR will schedule inspections with the FACMAN as required. 49 CES/CEAR personnel will inspect facilities IAW AFI32-9005, paragraph 3.4, ensuring equipment and facilities meet the standards listed in this document. FACMANs will take appropriate action to rectify any inspections findings as necessary per the inspection.

23.1.2. Report any unused or vacant facility space to 49 CES/CEAR. Do not turn the space over to another function without first coordinating the action. If vacating a facility, FACMAN duties are not terminated until the facility has been cleaned, all organizational furniture and equipment have been removed, all keys properly labeled, and facility has been accepted by the 49 CES Resources Office.

23.1.3. Ensure that facility occupants do not alter the arrangement of any permanent water, lighting, heating, air conditioning, ventilation, plumbing, or any other related fixtures.

## **24. Fire Protection Responsibilities:**

24.1. Ensure the facility you are assigned to is at all times in a fire safe condition according to HAFBI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, and in the following: For fire protection purposes, the FACMAN roster will be used by the Fire Protection Flight as the POC for emergency access to a facility within 30 minutes of notification. Therefore, if the FACMAN lives more than 30 minutes from the base, they must provide a person with the appropriate keys at the facility site within 30 minutes of being notified.

24.2. Accompany Fire Department personnel during fire safety inspections. When AF Form 1487, *Fire Prevention Visit Report*, is issued on noted discrepancies, the FACMAN must take corrective action as recommended by the Fire Safety Inspector. On the AF Form 1487, corrective action must be stated on the reverse side of copy 1, signed by the unit commander and returned to the Fire Department by the suspense date shown in Block 4. The FACMAN must submit an AF Form 332 with a copy of AF Form 1487 attached for corrective action.

24.3. Schedule periodic fire evacuation drills through the Fire Department (572-7228) IAW HAFBI 32-2001.

24.4. Ensure fire extinguishers, fire doors, and fire exits are in service and unobstructed at all times. Fire extinguishers are to be inspected and the inspection annotated on a monthly basis.

24.5. Enforce designated smoking areas and ensure that proper receptacles are provided and labeled to prevent misuse.

24.6. Conduct at least a monthly inspection of the assigned facility and its installed equipment. Particular attention should be given to doors, windows, glass, lights, plumbing, heating, ventilation, air conditioning, fire suppression and fire detection devices.

24.7. Fire lanes: Where fire lanes are designated, the FACMAN will monitor them to ensure accessibility for emergency response vehicles. In addition to the fire lane, a 15-foot

clearance must be maintained around fire hydrants and standpipe/sprinkler system connections. The clearance requirement also includes vegetation growth. If problems with illegal parking in fire lanes or around fire hydrants cannot be resolved, they should be reported to the 49 SFS/SFCC at 572-7171. Problems with excessive vegetation that require removal by the grounds maintenance contractor should be reported to CE Service Call (572-3223/3224) for referral to the appropriate COR.

24.8. All flammable and combustible liquids, i.e., paints, lacquers, oil, grease, etc., will be stored IAW AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard*. All materials will be disposed of in a proper manner. For proper disposal instructions, contact Hazardous Waste Management, 49 CES/CEAO (572-3931).

24.9. Trash receptacles will be of non-combustible material and will be kept free of all smoking materials.

24.10. The FACMAN will ensure the using agency budgets for the purchase and maintenance of fire extinguishers located within their areas of responsibility.

24.11. The FACMAN will conduct monthly visual inspections of all fire extinguishers and fire detection and suppression devices for damage and accessibility. For jointly occupied facilities, the alternate FACMANs for each unit will coordinate inspection with the building primary FACMAN.

24.12. The FACMAN will establish a closing inspection process in each work area. Closing inspections are required in each work area at the end of the work day to ensure the area is in a fire safe condition. For continuously manned work areas, inspections will be conducted at the end of each shift. These inspections will ensure the area is free of fire hazards while the facility is unoccupied and preclude the oncoming shift from working with an unknown hazard. Minimum considerations are:

24.12.1. Empty all trash receptacles into an outside container.

24.12.2. Disconnect all non-essential appliances.

24.12.3. Ensure all flammables are properly stored.

24.12.4. Turn off all lights with the exception of security lighting.

## **25. Security Issues:**

25.1. Specific questions about FACMAN security responsibilities during force protection upgrades or heightened threat conditions should be addressed to 49 SFS.

25.2. During day-to-day operations, the FACMAN should be aware of all work being done in their facilities and challenge any workers they do not personally recognize.

25.3. The FACMAN may be expected to monitor and escort contractor personnel when COR personnel are not available in controlled access areas. For jointly occupied facilities, heads of staff agency/unit shall provide escorts of contractor personnel visiting/performing work within their work areas. Inability to provide contractor oversight could result in cancellation or delay of the contract services.

25.4. The FACMAN should report any unsecured mechanical rooms to CE Service Call at 572-3223/3224.

25.5. The FACMAN should report suspected chemical or biological incidents to base first responders by dialing 911. The FACMAN is not responsible for shutting down the ventilation systems for their facilities. First responders to a suspected chemical or biological incident will make that decision and notify CE when that action is appropriate.

25.6. Security alarm systems are considered equipment items. If any system goes into “alarm” or “trouble” condition, the Facility Manager will contact 49 SFS to address the problem, 49 SFS will contact 49 CES if necessary.

**26. Telephone/Computer-Related Items:** Requests for phone repair, additional telephone jacks, or computer/data line capability should not be called in to CE Service Call, nor should they be placed on the AF Form 1219 for maintenance. Telephones, computers, and data lines are a 49 CS issue and should be reported to the 49 CS Help Desk at 572-3000.

**27. Pest Management for Facilities:** The best practice against a pest infestation in facilities is sanitation. Do not store food in your desk or work station. If you want to keep food in your facility overnight, do so in a refrigerator unless in a factory sealed package. Keep break areas clean, and ensure trash is taken on a routine basis. For larger pests, ensure that all openings are secure to prevent pest access (i.e. Bats, coyote’s, etc.). If a request is made for pest management services, the pest management technician will determine the method of treatment using Integrated Pest Management policy as mandated by DoD & USAF: Integrated Pest Management (IPM). IPM uses targeted and sustainable (effective, economical, environmentally sound) methods including education, habitat modification, biological control, genetic control, cultural control, mechanical control, physical control, regulatory control, and where necessary, the judicious use of least hazardous pesticides.

ANDREW A. CROFT, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References:***

**ACCI 32-1054**, *Exterior Signs*, 23 May 2003

**AFH 32-9007**, *Managing Air Force Real Property*, 1 May 1999

**AFI 23-204**, *Organizational Fuel Tanks*, 24 June 2009

**AFI 32-1001**, *Operations Management*

**AFI 32-1022**, *Planning and Programming of NAF Facility Construction Projects*

**AFI 32-1032**, *Planning and Programming Appropriated Funded Maintenance, Repair and Construction Projects* 15 October 2003

**AFI 32-1032**, *Space Management Procedures*, 15 October 2003

**AFI 32-1063**, *Electric Power Systems*, 10 June 2005

**AFI 32-1063, ACC Sup1**, *Electric Power Systems*, 16 October 2006

**AFOSH Standard 91-501**, *Air Force Consolidated Occupational Safety Standard*, 7 July 2004

**AFPAM 32-1004v3**, *Working In The Operations Flight Facility Maintenance* 1 September 1998

Engineering Technical Letter (ETL) 98-4: *Building Manager Energy Conservation Handbook*, 16 January

**HAFBI 32-2001**, *The Fire Protection Operations and Fire Prevention Program*, 2 November 2011

***Adopted Forms***

AF Form 332, *Base Civil Engineer Work Request*

AF Form 1219, *Base Civil Engineer Multi-craft Job Order*

AF Form 1487, *Fire Prevention Visit Record*

AF Form 2427, *Lock and Key Control Register*

AFTO Form 244, *Industrial/Support Equipment Record*

***Abbreviations and Acronyms:***

**49 CES**—49th Civil Engineer Squadron

**49 CES/CEAO**—49th Civil Engineer Squadron Hazardous Waste Management

**49 CES/CEAR**—49th Civil Engineer Squadron Real Estate Management Office

**49 CES/CEO**—49th Civil Engineer Squadron Operations Flight Commander

**49 CES/CEOS**—49th Civil Engineer Squadron Operations Support Office

**49 CONS**—49th Contracting Squadron

**49 CS/SCXP**—49th Communications Squadron Plans and Implementation Office

**49 OSS/OSAA**—49th Operations Support Squadron Airfield Manager

**49 SFS/S3OS**—49th Security Forces Squadron Operations

**ACC**—Air Combat Command

**AF**—Air Force

**AFB**—Air Force Base

**AFCESA**—Air Force Civil Engineer Support Agency

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPAM**—Air Force Pamphlet

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**BCE**—Base Civil Engineer

**BOS**—IPL--Base Operating System Installation Priority Listing

**CE**—Civil Engineer

**CES**—Civil Engineer Squadron

**DRMO**—Defense Reutilization and Marketing Office

**DSW**—Direct Scheduled Work Order

**ECC**—Emergency Communication Center

**FACC**—Fire Alarm Communication Center

**FACMAN**—Facility Manager

**FUB**—Facilities Utilization Board

**GFCI**—ground fault circuit interrupter

**HAFB**—Holloman Air Force Base

**HVAC**—Heating, Ventilation Air Conditioning

**IAW**—In Accordance With

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**R&M**—Restoration and Modernization

**RDS**—Records Disposition Schedule

**RPIE**—Real Property Installed Equipment

**RV**—recreation vehicles

**QAE**—Quality Assurance Evaluator

**SCPS**—Survival Collective Protective System

**SFCC**—Security Forces Control Center

**TDY**—Temporary Duty

**UPS**—Uninterrupted Power Supply

**WRRB**—Work Request Review Board

## Attachment 2

## A2.1. FACILITY MANAGER APPOINTMENT TEMPLATE

| FACILITY MANAGER APPOINTMENT TEMPLATE  |                                     |                  |                                   |                  |
|--|-------------------------------------|------------------|-----------------------------------|------------------|
| <p>GENERAL INSTRUCTIONS: This facility manger appointment template may be used in one of two different ways. (Option 1) This appointment template may be attached to an email and sent from the commander to one of the Civil Engineer Customer Service Units. (Option 2) This appointment template may also be used as a hard copy appointment letter signed by the commander and sent through BITC (base distro) or hand carried to their respective Civil Engineer Customer Service Units. No matter which option you choose, please fill out all the information on the facility manager appointment template. One template should be used for each facility or group of facilities with the same facility managers. A copy of the commander's email with this attachment or a signed hard copy will be kept on file as a source document for each facility manager appointment. This facility manager appointment template supersedes all other previous published facility manager appointment procedures.</p> |                                     |                  |                                   |                  |
| <b>PART I. COMMANDER INFORMATION</b>   |                                     |                  |                                   |                  |
| LAST NAME:   |                                     | FIRST NAME:      | MIDDLE INITIAL:                   | RANK:            |
| UNIT:  | DUTY PHONE                          | EMAIL ADDRESS:   |                                   |                  |
| <b>PART II. FACILITY INFORMATION</b>   |                                     |                  |                                   |                  |
| BASE:  | FACILITY NUMBER(s):                 |                  |                                   |                  |
| <i>(Please include any facility prefix or suffix if applicable)</i>  |                                     |                  |                                   |                  |
| <b>PART III. FACILITY MANAGER INFORMATION</b>  |                                     |                  |                                   |                  |
| <p><b>NOTE:</b> Facility Managers can be officers; E-5 and above; equivalently ranked civilian employees. Personnel that do not have at least 18 months of retainability typically should not be assigned facility manager responsibilities.</p>   |                                     |                  |                                   |                  |
| <b>PRIMARY FACILITY MANAGER: 1st contact (REQUIRED)</b>  |                                     |                  |                                   |                  |
| LAST NAME:   |                                     | FIRST NAME:      | MIDDLE INITIAL:                   | RANK:            |
| UNIT:  | OFFICE SYMBOL:                      | EMAIL ADDRESS:   |                                   |                  |
| DUTY PHONE:  | HOME PHONE:                         | DEROS:           | DATE LAST TRAINED:                |                  |
|  |                                     | <i>DD-MMM-YY</i> | <i>(if applicable): DD-MMM-YY</i> |                  |
| <b>ALTERNATE FACILITY MANAGER: 2nd contact (REQUIRED)</b>  |                                     |                  |                                   |                  |
| LAST NAME:   |                                     | FIRST NAME:      | MIDDLE INITIAL:                   | RANK:            |
| UNIT:  | OFFICE SYMBOL:                      | EMAIL ADDRESS:   |                                   |                  |
| DUTY PHONE:  | HOME PHONE:                         | DEROS:           | DATE LAST TRAINED:                |                  |
|  |                                     | <i>DD-MMM-YY</i> | <i>(if applicable): DD-MMM-YY</i> |                  |
| <b>ALTERNATE FACILITY MANAGER: 3rd contact (OPTIONAL)</b>  |                                     |                  |                                   |                  |
| LAST NAME:   |                                     | FIRST NAME:      | MIDDLE INITIAL:                   | RANK:            |
| UNIT:  | OFFICE SYMBOL:                      | EMAIL ADDRESS:   |                                   |                  |
| DUTY PHONE:  | HOME PHONE:                         | DEROS:           | DATE LAST TRAINED:                |                  |
|  |                                     | <i>DD-MMM-YY</i> | <i>(if applicable): DD-MMM-YY</i> |                  |
| <p><b>NOTE:</b> Please provide the same data for any other additional alternate facility managers required at the identified building(s)</p>   |                                     |                  |                                   |                  |
| <b>STATE OLD FACILITY MANAGERS TO BE REPLACED BY THE ABOVE</b>   |                                     |                  |                                   |                  |
| LAST NAME:   |                                     | FIRST NAME:      | MIDDLE INITIAL:                   | RANK:            |
| LAST NAME:   |                                     | FIRST NAME:      | MIDDLE INITIAL:                   | RANK:            |
| LAST NAME:   |                                     | FIRST NAME:      | MIDDLE INITIAL:                   | RANK:            |
| LAST NAME:   |                                     | FIRST NAME:      | MIDDLE INITIAL:                   | RANK:            |
| ACC  | 49cesfacilitymanagement@holloman.af |                  | 49 CES/CEOSC                      |                  |
|  |                                     |                  | DSN: 572-3223/3224                |                  |
| COMMANDER'S SIGNATURE:   |                                     |                  |                                   | DATE:            |
| <i>(SIGNATURE OF COMMANDER IDENTIFIED IN PART I)</i>   |                                     |                  |                                   | <i>DD-MMM-YY</i> |
| <p>Under the Privacy Act of 1974, you must safeguard all information reflected on this E-mail and, if applicable, all attachments. Disclosure of information is IA W AFI 33-119, AFI 33-127, AFI 33-129, DOD 5400.7, AFI 33-332, AFI 33-219, and PL 93-579, and it is For Official Use Only (FOUO).</p>  |                                     |                  |                                   |                  |
| Version 7, 12 July 09  |                                     |                  |                                   |                  |

- \*\*NOTES: Link to Template- [https://holloman.eim.acc.af.mil/49\\_MSG/49\\_CES/FacilityMgrs/default.aspx](https://holloman.eim.acc.af.mil/49_MSG/49_CES/FacilityMgrs/default.aspx)
- Letters must be signed by squadron commander or division chief (for wing staff agencies or tenant units).
  - Once home contact information is added, this document requires a Privacy Act statement.



## Attachment 3

## INSTRUCTIONS FOR COMPLETING AF FORM 332

**A3.1.** The AF Form 332 set consists of a Master File Copy, a Status Copy, and a Customer's copy. Retain the Status copy for your organizational files. Submit Master Copy to 49 CES Customer Service Unit.

**A3.2.** All like requirements for a single facility may be included on the same AF Form 332.

**A3.3.** The requester completes the following items on the AF Form 332. If there are any questions, contact the CES Customer Service Unit or the Self Help Center for assistance.

**Table A3.1. AF Form 332 Section I: To Be Completed By Requestor:**

|     |  |
|-----|--|
| 1.  | Enter the organization assignment of requester.  |
| 2.  | Enter the organization office symbol of requester.   |
| 3.  | Self-explanatory.  |
| 4.  | For internal CES use only.   |
| 5.  | Self-explanatory.  |
| 6.  | Enter the date that requested work should be completed. If the proposed work is new work, modification, or minor construction, the required completion date should also be explained in item 9.  |
| 7.  | Enter the number of the building or facility on which the work is requested.   |
| 8.  | Enter a clear and concise description of the desired work, supported by sketches, plans diagrams, specifications, photographs, and any other data or information that provides a complete description of the location and scope of work requested.   |
| 9.  | Complete only if the work requested is new work, modification, or minor construction. The justification should be factual and indicate the urgency of the request. List any related projects and impact if delayed (item 6.) It should be written so reviewers and approving authorities can understand it though they may not have access to any referenced documents/directives. If the work is required to meet AFI requirements, you must site this in the request and attach a copy.  |
| 10. | Indicate the resources that the requester/requesting organization proposes to be donated or furnished. Include any details known (amount, quantities, contract/contractor, etc.) on the resources in item 8.   |
| 11. | If the requested work is new work, modification, or minor construction, the organization's commander must sign the request. Otherwise, the signature of the building manager or requester suffices. This signature indicates the work is essential and not prohibited by any directives the requester is aware of.   |
| 12. | Grade of requester.  |
| 13. | Signature (Commander or FACMAN).   |
| 14. | When coordination of another agency/section is needed (medical, safety, security, fire protection, etc), the requester can expedite processing this form by obtaining the coordination prior to the AF Form 332 submittal. If the requester/requesting organization is a contractor or proposes to donate contract resources, this form requires the coordination of the appropriate base contracting office. This coordination indicates that proposed work to be done is within the provisions of the existing contract, or the proposed contracting is appropriate. If the work is to be accomplished by Self Help, the form is then rerouted to the Self Help Center after coordination is complete. Items 15 through 30: For Base Civil Engineer Use. |